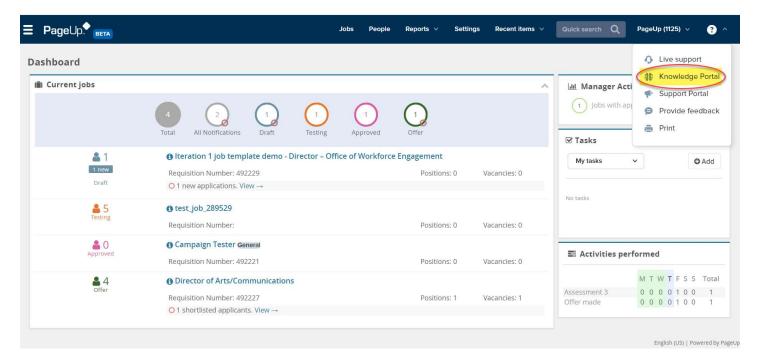
## Quick Start Guide

Access the Knowledge Portal by logging into the PageUp instance, then clicking "?" and selecting *Knowledge Portal*. Once this action has been completed, the below links will be accessible.



## **Training Videos**

- Recruitment New User Videos https://knowledgeportal.pageuppeople.com/article/recruitment-videos/
- Super User Videos https://knowledgeportal.pageuppeople.com/article/recruitment-superuser-videos/
- Reporting Videos https://knowledgeportal.pageuppeople.com/article/reporting-videos/
- Past Event Webinars https://knowledgeportal.pageuppeople.com/categories/event-videos/

## **Knowledge Portal Areas of Interest**

- Position Descriptions https://knowledgeportal.pageuppeople.com/recruitment/position-descriptions/
  - o PD Approval Processes <a href="https://knowledgeportal.pageuppeople.com/article/position-descriptions/#pd-approvals">https://knowledgeportal.pageuppeople.com/article/position-descriptions/#pd-approvals</a>
- Job Card <a href="https://knowledgeportal.pageuppeople.com/categories/job-card/">https://knowledgeportal.pageuppeople.com/categories/job-card/</a>
  - Creating a Job https://knowledgeportal.pageuppeople.com/article/creating-a-job/
  - o Job Card Approval Processes <a href="https://knowledgeportal.pageuppeople.com/article/job-approvals/">https://knowledgeportal.pageuppeople.com/article/job-approvals/</a>
  - Sourcing a Job https://knowledgeportal.pageuppeople.com/recruitment/sourcing-a-job/
- Applicant Management
  - o Applicant Card <a href="https://knowledgeportal.pageuppeople.com/article/applicant-card/">https://knowledgeportal.pageuppeople.com/article/applicant-card/</a>
  - Applicant Progress Board <a href="https://knowledgeportal.pageuppeople.com/article/applicant-progress-board/">https://knowledgeportal.pageuppeople.com/article/applicant-progress-board/</a>
- Offer Overview https://knowledgeportal.pageuppeople.com/article/offer/
  - Offer Card https://knowledgeportal.pageuppeople.com/article/offer-card/
  - Offer Approvals https://knowledgeportal.pageuppeople.com/article/offer-approvals/
- Onboarding https://knowledgeportal.pageuppeople.com/article/onboarding/